

**Easton FAA Contract Tower, Easton Airport
Talbot County Emergency Management Agency, Easton Volunteer Fire Department,
Talbot County Emergency Medical Services, Talbot County Sheriff's Office, Easton Police
Department and Maryland State Police**

LETTER OF AGREEMENT

EFFECTIVE: October 26, 2007

SUBJECT: Airport Emergency Services

1. **PURPOSE:** This agreement establishes procedures to alert Easton FAA Contract Tower (FCT), Easton Airport (Airport), the Talbot County Emergency Management Agency (Talbot Center), the Easton Volunteer Fire Dept. (EVFD), Talbot County Emergency Medical Services (EMS), the Talbot County Sheriff's Office (TCSO), the Easton Police Dept. (EPD) and the Maryland State Police (MSP) of aircraft emergencies or accidents that occur on or in the vicinity of the airport during normal hours of FCT operation, 0600 to 2200 daily.
2. **SCOPE:** The FCT, Airport, Talbot Center, EVFD, EMS, TCSD, EPD and MSP shall utilize the procedures outlined in this LOA unless other coordination is effected.
3. **DEFINITIONS:**
 - a. Staging Area: That area depicted on Attachment 1 is to be used for emergency response equipment standby parking.
 - b. Med-Evac Staging Area: That area depicted on Attachment 1 is to be used for emergency response equipment to stage during a medical evacuation.
 - c. Command Unit: The onsite person or persons, at or proceeding to the staging area, responsible for coordinating the response effort.
 - d. HOTSPOT: That area depicted on Attachment 1 is to be used for parking aircraft during a bomb threat situation or aircraft carrying hazardous cargo.
 - e. Easton Tower: The call sign used by the Easton FAA Control Tower.
4. **PROCEDURES:**
 - a. Talbot Center shall be alerted when, in the opinion of any of the following, an actual or potential emergency exists:
 - (1). The FCT controller on duty (via direct dial (Red Phone) or commercial telephone (911) if the direct dial is out of service).

- (2) The pilot of the aircraft concerned.
- (3) The operator of the aircraft or his/her representative.

(4) Airport Management.

- b. If the pilot or aircraft operator contacts Talbot Center directly, the FCT shall be notified immediately.
- c. Direct two-way communications between the FCT and the on scene Command Unit shall be established during an emergency via the 800 MHz radio on Talbot Fire Three.

5. RESPONSIBILITIES:

a. The FCT shall:

(1) Notify Talbot Center with the following information, as appropriate:

- (a) Location (if accident occurs on the airport)
- (b) Aircraft Identification and type.
- (c) Nature of the emergency and pilot's intentions.
- (d) Number of persons onboard.
- (e) Fuel on board.
- (f) If explosive or hazardous cargo is onboard.
- (g) Any additional information requested, time permitting.

(2) Notify the Easton Airport Management and the aircraft operator if known.

(3) Broadcast on Talbot Fire Three (800 MHz) the aircraft type, aircraft position, landing runway, nature of the emergency and if applicable, pilot's desires, once emergency personnel (EVFD/EMS/TCSD/EPD/MSP) report on the frequency. Additional information may be relayed to vehicles and personnel on or near the movement area(s) as soon as practical.

(4) Taxi Bomb Threat aircraft or aircraft carrying hazardous cargo to the HOTSPOT (Attachment 1).

(5) Test the emergency system daily before 0800 local time.

b. The Airport shall:

- (1) Determine airport and runway status and may close the airport at their discretion depending on the nature of the emergency.
- (2) Automatically close when the aircraft in distress crosses the landing threshold or touches down anywhere inside the airport fence.
- (3) Notify the FCT and the Command Unit when the airport is closed.
- (4) At their discretion, direct emergency vehicles to proceed onto the movement area once the airport is closed.
- (5) After the airport is closed, coordinate with the Command Unit for positioning of emergency equipment beyond the staging area. Because of the infinite variety of possible emergency situations, specific procedures cannot be prescribed.
- (6) Coordinate with the FCT prior to terminating alert operations and advise FCT of airport movement area status and conditions.
- (7) Terminate all alerts.

c. Talbot Center shall:

- (1) Promptly dispatch emergency equipment to the Staging Area (Attachment 1) when notified of the emergency.
- (2) Contact Easton Tower (800MHz) when emergency equipment has been dispatched.

d. EVFD shall:

- (1) Ensure that operators of emergency/rescue vehicles are trained and understand radio procedures, use of movement/non-movement areas, and control tower light gun signals.
- (2) Designate the Command Unit and establish contact with the FCT on 800 MHz prior to arriving at the Staging Area.
- (3) Remain in the Staging Area (Attachment 1) until notified by the Airport, that the airport is closed.
 - a). Proceed to the scene or the area coordinated by the Airport.

- (4) Notify the Airport when all emergency response persons and vehicles have left the emergency scene.

e. EMS shall:

- (1) Ensure that operators of EMS vehicles are trained and understand radio procedures, use of movement/non-movement areas, and control tower light gun signals.
- (2) Establish contact with the FCT on 800 MHz prior to arriving at the Staging Area.
- (3) Remain in the Staging Area (Attachment 1) until notified by the Airport, that the airport is closed.
 - a) Proceed to the scene or the area coordinated by the Airport.
- (4) Notify the Airport when all emergency response persons and vehicles have left the emergency scene.

f. TCSO shall:

- (1) Ensure that operators of law enforcement vehicles are trained and understand radio procedures, use of movement/non-movement areas, and control tower light gun signals.
- (2) Establish contact with the FCT on 800 MHz prior to arriving at the Staging Area.
- (3) Remain in the Staging Area (Attachment 1) until notified by the Airport, that the airport is closed.
 - a) Proceed to the scene or the area coordinated by the Airport.
- (4) Notify the Airport when all emergency response persons and vehicles have left the emergency scene.
- (5) Coordinate with the FCT via the 800 MHz radio (AIRPORT Channel) prior to proceeding inside the airport fence line.

g. MSP shall:

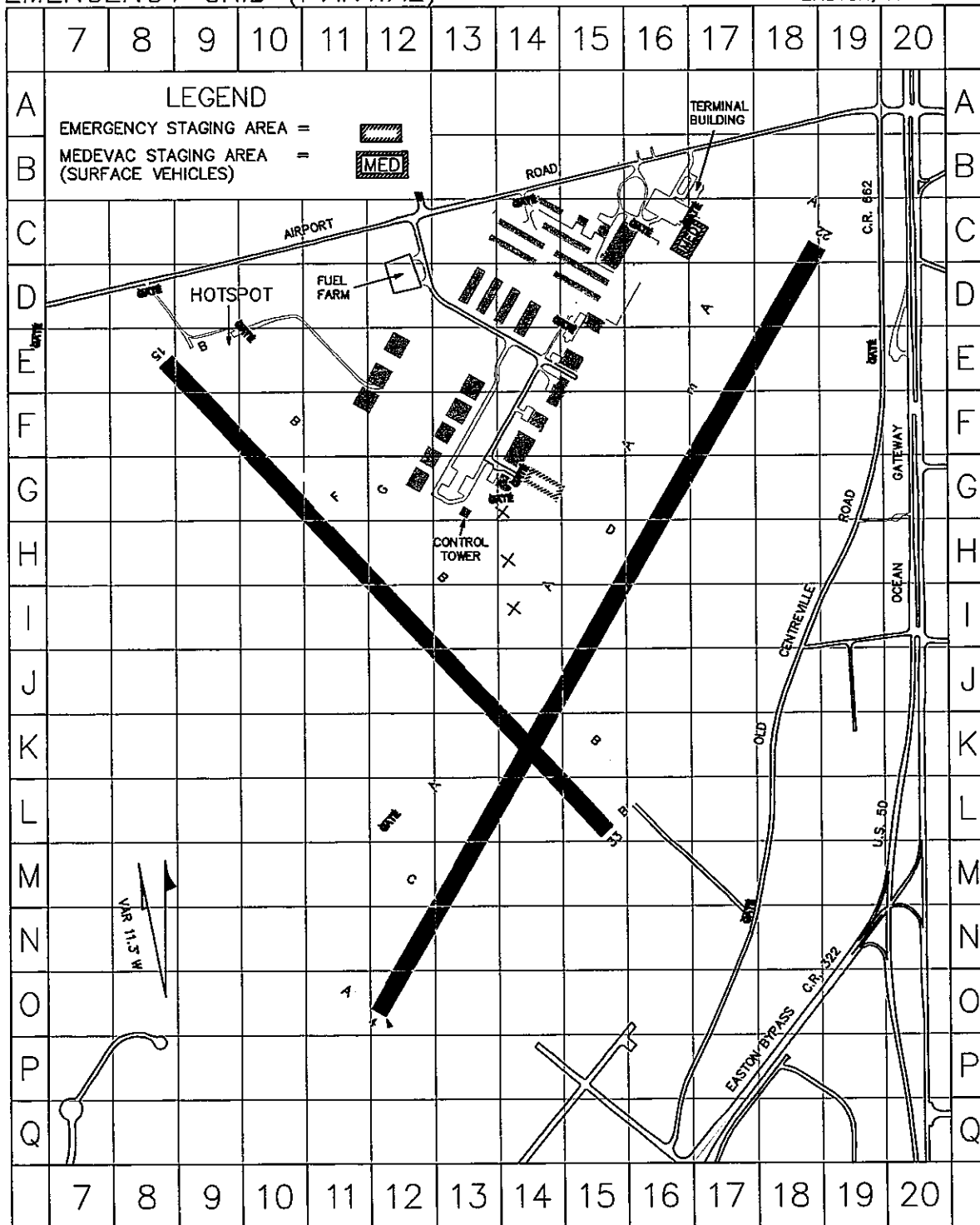
- (1) Ensure that operators of law enforcement vehicles are trained and understand radio procedures, use of movement/non-movement areas, and control tower light gun signals.
- (2) Establish contact with the FCT on 800 MHz prior to arriving at the Staging Area.
- (3) Remain in the Staging Area (Attachment 1) until notified by the Airport, that the airport is closed.
 - a) Proceed to the scene or the area coordinated by the Airport.
- (4) Notify the Airport when all emergency response persons and vehicles have left the emergency scene.
- (5) Coordinate with the FCT via the 800 MHz radio (AIRPORT Channel) prior to proceeding inside the airport fence line.

h. EPD shall:

- (1) Ensure that operators of law enforcement vehicles are trained and understand radio procedures, use of movement/non-movement areas, and control tower light gun signals.
- (2) Establish contact with the FCT on 800 MHz prior to arriving at the Staging Area.
- (3) Remain in the Staging Area (Attachment 1) until notified by the Airport, that the airport is closed.
 - a) Proceed to the scene or the area coordinated by the Airport.
- (4) Notify the Airport when all emergency response persons and vehicles have left the emergency scene.
- (5) Coordinate with the FCT via the 800 MHz radio (AIRPORT Channel) prior to proceeding inside the airport fence line.

EMERGENCY GRID (PARTIAL)

EASTON/NEWNAM FIELD (ESN)
EASTON, MARYLAND



NOT TO BE USED FOR NAVIGATION